
Business Project Manager Resume

Job Objective

To obtain a position as Business Project Manager with your company so that I can act on the skills and experience I have obtained in past positions.

Highlights of Qualifications:

- Remarkable experience in developing and maintaining databases for various business intelligence concepts
 - Deep knowledge of process redesign and analysis
 - Sound knowledge of relational databases and PMO
 - Ability to analyze process and develop plans to mitigate risks
 - Ability to resolve all technical issues in process
 - Ability to multitask and complete work within deadline
 - Ability to lead both large and small teams
 - Ability to establish project goals and validate various processes
 - Ability to multi-task and lead multiple projects simultaneously
 - Strong interpersonal and leadership skills
 - Proficient with SQL server PMO and associated languages, as Microsoft Word, Microsoft PowerPoint, and Microsoft Excel
-

Professional Experience:

Business Project Manager

CACI International, Inc., Altamonte Springs, FL
October 2008 – Present

- Managed various function teams for working on acquisition and re engineering projects.
- Maintained work according to acquisition best practices and ensured achievement of business goals.
- Coordinated with various teams and prepared schedule for projects, estimated budget and designed project goals.
- Ensured compliance to project schedule and budget.
- Identified project issues, prioritized requirements and ensured compliance to same and assisted in managing risks.
- Administered working of project plan and managed schedule for same.
- Monitored changes made in schedule and budget and documented changes in change control process.
- Assisted in improving project efficiency with help of various innovative ideas.

Business Project Analyst

MISI Company, Altamonte Springs, FL
August 2003 – September 2008

- Analyzed business process and provided efficient use of resources to benefit customers.
- Planned and implemented various business applications and updated process accordingly in business requirement.
- Provided support to project and marketing department for execution of various business applications.
- Designed project specifications and implemented applications to upgrade or improve working of effective application systems.
- Developed test scripts and conducted tests on projects to ensure accuracy of data.
- Documented business process and changes prepared flow charts for various processes.

Business Project Specialist

Xcitek Consulting, Altamonte Springs, FL
May 1998 – July 2003

- Assisted in planning and defining key metrics for business improvement and defined cost effective methods.
 - Analyzed business process and documented various business functions that require change.
 - Identified issues in processes and assisted in its resolution.
 - Performed ad hoc analysis for various Merchandise Management teams.
-

Education:

Bachelor's Degree in Business – Management
Missouri Southern State University, Joplin, MO

[Build your Resume Now](#)